

## **OFFICE OF HEALTH AND SAFETY (HCA1)**

The Office of Health and Safety: (1) Takes the lead in developing and implementing a current, model occupational Health and Safety Program (HSP) for CDC workers that emphasizes prevention of illnesses and injuries, promotion of healthy and safe work practices, and protection of the environment; (2) administers Federal regulations for the packaging and shipping of etiologic agents; (3) provides consultation to individuals and organizations nationally and internationally on health and safety related issues; (4) issues permits for the importation and subsequent distribution of etiologic agents, hosts, and vectors; (5) serves as a World Health Organization Collaborating Center for Applied Biosafety Programs and Training; (6) coordinates activities relative to the implementation of the National Environmental Protection Act (NEPA) for CDC programs and facilities; (7) provides advice and counsel to the CDC Office of the Director on health and safety related matters. (Approved: 4/27/2000)

### Office of the Director (HCA11)

(1) Provides leadership in developing and implementing the CDC Health and Safety Program (HSP); (2) coordinates the systematic inspection of facilities and critical review and evaluation of procedures and practices in relation to health and safety; provides recommendations for correction of inappropriate or unsafe conditions to appropriate management officials and monitors for compliance, taking appropriate action when necessary to ensure satisfactory remediation; (3) develops or ensures development of health and safety policies, rules, and recommendations, and critically reviews those from other CDC programs and locations; (4) serves as Executive Secretary of the Health and Safety Advisory Board and the Occupational Health and Safety Committee; (5) advises the Associate Director for Science and the Director, CDC, on health and safety related issues; (6) collects and analyzes health and safety data essential to the planning, implementation, and evaluation of the HSP; (7) takes the lead in developing and implementing safety awareness and health promotion programs for workers, supervisors, and management officials; (8) coordinates the review of plans and specifications of new construction and renovations for biosafety and biocontainment requirements, for asbestos management, and for compliance with applicable standards and codes; (9) provides oversight for the Employee Health Services Clinic in Atlanta which provides a program of medical surveillance, preventative occupational medical services, and health promotion; ensures confidentiality of employee health records to the extent legally possible; (10) ensures that OHS provides expertise to local safety committees and collateral duty safety officers and provides assistance when requested; (11) provides for risk assessments not provided by the Branches; (12) provides consultation and direct support to workers, supervisors, and management officials on all aspects of the HSP; (13) makes available specialized training and/or training materials relative to health and safety; (14) ensures the regular critical review and updating of health and safety related publications including Biosafety in Microbiological and Biomedical Laboratories; (15) ensures the drafting, publication, and subsequent regular review and evaluation of a comprehensive Health and Safety Manual; (16) coordinates the development and maintenance of appropriate emergency plans and ensures that they are communicated to all concerned employees; (17) maintains liaison with appropriate Department and Agency officials on health and safety matters; (18) consults with individuals and organizations nationally and internationally on health and safety issues;

(19) coordinates activities relative to the implementation of National Environmental Protection Agency (NEPA) for CDC activities and facilities. (Approved: 3/02/2004)

#### External Activities (HCA112)

(1) Manages CDC regulatory programs for which the Office of Health and Safety is responsible (i.e., import permit program [42 CFR 71], laboratory registration/select agent transfer program [42 CFR 72.6], and infectious agents shipping regulation [42 CFR 72]); (2) develops and reviews national laboratory safety guidelines including the “CDC/NIH Biosafety in Microbiological and Biomedical Laboratories” and the infectious agent shipping regulations; (3) participates in CDC, HHS, and interagency committees and workgroups considering matters related to laboratory safety including the public health response to bioterrorism; (4) provides consultations and technical assistance to State and local health departments on matters related to laboratory safety; (5) provides consultation and technical assistance to CDC laboratories located outside the US; (6) manages the WHO Collaborating Center for Applied Biosafety and Training at CDC; (7) participates in other domestic and international laboratory safety activities as requested. (Approved: 4/27/2000)

#### Resource Management Activity (HCA113)

(1) Manages OHS centralized computer databases and internal applications; (2) develops and coordinates the implementation of security programs; (3) designs, implements, and evaluates OHS communication strategies including marketing messages, materials, and methods; (4) provides oversight for the Employee Health Services Clinic and the Worksite Health Promotion Programs for employees in the Atlanta area and for the Employee Assistance Program for employees based in Atlanta and remote locations. (Approved: 3/02/2004)

#### Environmental, Health, and Safety Branch (HCA13)

(1) Develops and implements occupational health and safety programs for CDC employees, facility visitors, and management, taking the lead for programs in chemical safety, ergonomics, indoor air quality, hazard communication, respiratory protection, personal protective equipment, safety equipment and systems, hearing conservation, physical safety, fire safety, lock out-tag out, confined spaces, electrical safety, emergency response, and others; (2) identifies, develops, and provides for specialized training in environmental, occupational health, and safety for CDC employees and management; (3) develops, implements, and manages the accident/incident prevention program, including conducting investigations and recommending corrective and preventative measures; (4) develops and implements CDC's environmental programs, including hazardous materials and waste management, recycling, pollution prevention, environmental permits, notifications, monitoring, and environmental audits; (5) conducts CDC property and site assessments; (6) reviews, evaluates, and recommends changes to contracts with environmental, health, and safety requirements, and reviews contractors' environmental, health, and safety programs to ensure protection of CDC personnel and property; (7) provides consultation, advice, recommendations, and direct support to CDC employees, supervisors, and management officials in environmental, health, and safety matters to ensure compliance with laws, regulations, rules, and CDC's environmental, health, and safety policies; (8) in cooperation with the CIOs, coordinates,

develops, and implements consolidated emergency response plans to comply with Federal and local laws and regulations; (9) develops, coordinates, and implements fire safety program and emergency evacuation plans; (10) reviews plans and specifications of new construction and renovations and recommends changes and additions to ensure protection of CDC's employees and property, and compliance with environmental, occupational health, and safety laws, regulations, and codes; (11) develops and implements programs for identifying and abating asbestos, lead, and other hazardous materials at all CDC-owned facilities. (Approved: 4/27/2000)

#### Laboratory Safety Branch (HCA15)

(1) Develops and implements programs for biosafety and radiation protection in all domestic CDC scientific and diagnostic laboratory programs and animal care and use facilities; (2) manages the laboratory safety program for biological, chemical, radiological, and other hazards, and – through advice and counsel to line management – ensures compliance with all Occupational Safety and Health Administration, Nuclear Regulatory Commission, and other Federal, State and local regulations and guidelines; (3) in coordination with program safety committees, conducts a comprehensive annual safety survey of all laboratory, animal and associated support work areas; (4) provides consultation and direct support to CDC laboratory and animal workers, supervisors, and management officials on working safely with biological, chemical, and radiological agents; (5) conducts risk assessments and hazard evaluations of biological, radiological, and chemical hazards; (6) advises CIOs on containment levels, work practices, immunizations, and selection and use of safety and monitoring equipment; (7) manages radiological waste program; (8) provides consultation and direct support for the decontamination of laboratory wastes, equipment, and laboratory facilities; (9) develops and manages a comprehensive safety program for the BSL-4 Maximum Containment Laboratory, smallpox repository, and other specialized containment operations; (10) provides safety training programs for biological, chemical, radiological, and other laboratory hazards; (11) provides a comprehensive incident emergency response, investigation and notification program for biological, radiological, and chemical spills and exposures; (12) manages a pathogen registration program to ensure compliance with Federal, State, and local requirements; (13) serves as a national and international resource on biological safety and laboratory safety. (Approved: 4/27/2000)